

# **REQUEST TO UPDATE THE COURT RECORDS WITH YOUR ADDRESS AND/OR NAME CHANGE**

# **1**

(Forms and Instructions Packet)

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## SELF SERVICE CENTER

### REQUEST TO UPDATE THE COURT RECORDS WITH YOUR ADDRESS AND/OR NAME CHANGE

#### How to assemble these documents

This packet contains court forms and instructions about how to update your address and/or name change. Be sure the documents are in the following order.

Order	File Number	Title	No. Pp.
1	GN9t	Table of forms/instructions in this packet	1
2	GN9k	Checklist to file	1
3	GN91f	<b><i>“Request to Change Address and/or Name”</i></b>	1
4	GN91p	Procedures: How to request the court to update court records with your address and/or name change	1

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**Self-Service Center**  
**REQUEST TO UPDATE THE COURT RECORDS WITH YOUR**  
**ADDRESS AND/OR NAME CHANGE**

**CHECKLIST**

**Use the forms and instructions in this packet only if the following factors apply to your situation:**

- ✓ Your name and/or address has changed. If you want to update the court records with current information regarding your name and/or address. (Do **not** use this packet if you want to legally change your name), **AND**
- ✓ You have a current case in the Superior Court of Arizona in Maricopa County and/or you have been ordered to make payments through the Clerk of the Court, or you are currently receiving payments from the Clerk of the Court, **AND**
- ✓ Your file, or address, or name has not been sealed by the court, or ordered to be kept confidential or private by the court, **AND**
- ✓ You are only requesting to update the records regarding your name and/or your address.

**DO NOT USE THIS PACKET:** To update the court record regarding anyone else's name and/or address.

Name of Person Updating Information: \_\_\_\_\_  
Your Address: \_\_\_\_\_  
Your City, State, Zip Code: \_\_\_\_\_  
Your Telephone Number: \_\_\_\_\_  
ATLAS Number (if applicable): \_\_\_\_\_

## SUPERIOR COURT OF ARIZONA MARICOPA COUNTY

\_\_\_\_\_  
Name of Petitioner/Plaintiff

CASE NUMBER: \_\_\_\_\_

ATLAS NUMBER: \_\_\_\_\_

\_\_\_\_\_  
Name of Respondent/Defendant

### UPDATE INFORMATION ON

☐ ADDRESS and/or ☐ NAME

**NOTICE:** Please make sure that you fill out the name and address information at the top of the form and fill in **both** parties' names.

### I UNDERSTAND:

1. This Notice is to tell the Clerk of the Court that my address and/or name has changed. This form **cannot** be used if I want to legally change my name.
2. Address and name changes that are not sealed or confidential will be entered on both the support payment and the court's automated system, and will be made public record, which means the information will be available to the public.
3. I may only submit changes for my own address and name.

### INFORMATION I WANT TO CHANGE: (PLEASE PRINT)

My name was: \_\_\_\_\_

My current name is: \_\_\_\_\_

My old address was: \_\_\_\_\_  
(Street Address, City, State, Zip Code)

My new address is: \_\_\_\_\_  
(Street Address, City, State, Zip Code)

My new mailing address is: (if different than above) \_\_\_\_\_  
(Street Address, City, State, Zip Code)

There is an order for payments through the Clerk of the Superior Court for:

- ☐ Child Support and/or Spousal Maintenance/Support (**Fax this form to 602-506-1937**)  
☐ Restitution (**Fax this form to 602-506-5127**)

**For all other updates, fax this form to 602-506-7684.**

I declare under penalty of perjury that the foregoing information is true and correct.

DATE: \_\_\_\_\_

\_\_\_\_\_  
Signature of Person Requesting Change

### INTERNAL USE ONLY: Change made to the following systems:

☐ ACS/Docket ☐ Child Support ☐ RFR

## Self-Service Center

### PROCEDURES: HOW TO REQUEST TO UPDATE THE COURT RECORDS WITH YOUR ADDRESS AND/OR NAME CHANGE.

Here are the steps you must follow to request to update the court records with your address and/or name change.

**STEP 1:** Fill out the form entitled ***"Updated Information on Address and/or Name"*** in this Packet. Date and Sign It.

**STEP 2:** **Make 1 copy** of the form. The original is for the Clerk of the Court. The copy is for your file.

**STEP 3: Submit the form to the Clerk of Superior Court:**

**In Person:** Take the Original and 1 Copy to the Clerk of the Court along with any papers or documents that prove that your name and/or address has changed to:

**DOWNTOWN PHOENIX:**

Superior Court of Arizona  
Clerk of the Court  
**Family Court Filing Counter**  
201 West Jefferson, 1st Floor  
Phoenix, AZ 85003

**MESA:**

Superior Court of Arizona  
Clerk of the Court  
**Family Court Filing Counter**  
222 East Javelina Drive  
Mesa, AZ 85210

**SURPRISE:**

Superior Court of Arizona  
Clerk of the Court  
**Family Court Filing Counter**  
14264 W. Tierra Buena Lane  
Surprise, AZ 85374

The Clerk of the Court will take the original and update the court records. The Clerk of the Court will stamp your copy (conformed copy) to show that you gave the Clerk of the Court the original.

**By Mail:** Send the original to the Clerk of Superior Court at either address listed above. Please keep a copy of the form for your records.

**By Fax:** You can send the form to the Clerk of Superior Court by fax at the numbers listed below.

If your case includes:

- ✓ Child Support and/or Spousal Maintenance, fax to 602-506-1937,
- ✓ Restitution, fax to 602-506-5127.
- ✓ For all other cases, fax to 602-506-7684.